

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Senior Social Worker		
<b>TITLE CODE:</b> 2403	<b>SERIES:</b> Social Services Series	
<b>SELECTION METHOD:</b> 100% qualifying		<b>SALARY: (MIN-MID) \$13.81-\$17.36</b> <b>GRADE: 17</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Social work personnel or Director of Local Health Department		
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT		

### **CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Provides professional social work services through the assessment of client needs and the provision of social services on complex cases; and act as a resource person/trainer for other staff, volunteers and may serve as a lead person for other social work staff and related staff. Program involvement may include one or more of the following: In-home, Home and Community Based Waiver, Family Planning, Prenatal, Home Health or SIDS

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Bachelor's Degree with a major in Social Work, Psychology or Sociology.

**EXPERIENCE:** One (1) year experience in professional social work that includes patient assessment and case management

**SUBSTITUTION CLAUSE:** See Below

**EDUCATION:** N/A

**EXPERIENCE:** N/A

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) None

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

With considerable knowledge conduct a social assessment of the patient by interviewing the patient in the clinic and/or home setting to determine services and resources needed; Prepare treatment plan based on the social assessment in conjunction with nursing personnel and other care givers of the agency or community; Provide indicated services or assist patient in acquiring services within the community; counseling patient regarding sudden infant death, AIDs, sterilization, family planning, family relationships, substance abuse and grief counseling; Assist patient with obtaining or getting services; Visit home of patient as indicated to assist with social, emotional, financial and housing problem; Provide reassessment of client according to program requirement; Document in patient records, services received, changes, problems; attend staff meetings and other appropriate staff meetings and educational activities; Assists in formulation of policy recommendations; Initiates and reviews the preparation of technical, professional and administrative reports and Coordinates agency functions and resources with those of other government and private jurisdiction. May supervise staff as a working supervisor.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent in a home, clinic or community setting.

### **ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 03-20-95

**DATE OF LAST REVISION:** 02-09-09

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.